

# How to Create a Podcast

## **Select photos and graphics to add to your podcast:**

Select photos to add to your iPhoto Library (must be jpegs)

In Safari, Control/Click on photo (or right click on mouse)

Select Add Image to iPhoto Library

## **Select Text to read in Podcast:**

Open webpage/document

Open Stickies

Copy (apple/C) information

Paste (apple/V) info. onto a stickie note

## **Merging items into podcast:**

Open GarageBand

Create New Podcast Episode

Save as:

Click (hold) and drag photo from iPhoto to Podcast track (iPhoto should open on rt.

Side under Media files)

Once in track, Click sidebar (mid-left) to find end of photo

Click and drag on edge of photo to shorten it.

Episode Artwork= artwork that plays between photos during blank space, photo that shows when podcast is opened initially (can drag any photo there)

Note/floating window= allows sticky note to stay up while working in GarageBand

Click on male/female voice

Click record button (red circle) to record

Click on spacebar to stop recording

Move red line to space where you want to start recording

Unfloat stickie when complete

Click I box (mid-right) to see what screen will look like while voice/music is playing

Add jingles/music from iTunes

Click Audio box in Media Browser (top right)

Select music from iTunes (watch copyright)

Click and drag to add jingle to the track

Save

Can Edit/Split to shorten podcast

Click down arrow on track to lower volume or use slider bar

## **To Share Podcast:**

Click SHARE—send Podcast to Disc (click on AAC encoder)

Export

To end, click on purple triangle and drag left to shorten file.

To delete, control click/ move to trash OR drag to trash can